

# CITY of BEVERLY MASSACHUSETTS



## Community Preservation Plan 2017

### CITY COUNCIL AT-LARGE APPOINTMENTS

**Heather Richter**

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**Wendy Pearl**

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**James Matz**

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*Parks & Recreation Commission*

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*Open Space & Recreation Commission*

**Thomas Bussone, II**

*Housing Authority*

191 Cabot Street • Beverly, MA 01915

## Community Preservation Committee



Hale House



Shade Pavillion at Obear Park



Carriage House at Lynch Park



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[draft revision date: 03/28/2017]

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## I. INTRODUCTION: COMMUNITY PRESERVATION PLAN FOR BEVERLY & RESOURCES

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The City of Beverly Community Preservation Committee (CPC) is pleased to present the 2017 City of Beverly Community Preservation Plan ("the Plan"). The Plan presents a description of the CPA as it applies to the City, a definition of CPA goals, and procedures by which the CPA is administered. As such, it represents an informational document for citizens, a guideline for applicants seeking project funding through CPA, and a blueprint for this and future CPA Committees in making recommendations to the City Council for project funding.

This Plan was created after broad outreach and work by the CPC members and other City staff. It incorporates guiding principles from City planning documents such as the Master Plan, Open Space & Recreation Plan, and Housing Plan, as well as input and recommendations from the Historic District Commission, Conservation Commission and community housing stakeholders. In addition, the CPC makes an ongoing effort to engage with and gather input from other interest groups, including City officials, non-governmental organizations and general citizenry.

This plan captures Beverly's current community preservation needs and goals in the CPA target categories. The Plan provides a central source for those interested in the process by which the CPC receives, reviews and vets project applications and makes project funding recommendations to the City Council.

The Committee recognizes and encourages that the Plan be modified by future CPA Committees in response to changing goals and experience with CPA over time.

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### RESOURCES

- Beverly CPC Website: <http://www.beverlyma.gov/boards-commissions/community-preservation-committee/>
  - The CPC's website contains a wealth of information about CPA including a running list of CPA projects funded in Beverly to date
- CPC Staff Support Contact: Beverly Planning & Community Development Department  
191 Cabot Street, City Hall  
Beverly, MA 01915  
978-921-6000 ext. 2343
- Community Preservation Coalition Website: <http://communitypreservation.org/>
  - The Community Preservation Coalition is an alliance of open space, affordable housing, and historic preservation organizations working with municipalities to help them understand, adopt, and implement the Massachusetts Community Preservation Act (CPA). The Coalition was formed in the 1990s with the goal of achieving passage of the Community Preservation Act. With leadership and help from our diverse Steering Committee, the Coalition works to preserve Massachusetts communities' unique character by advocating for and supporting the Community Preservation Act, advancing smart growth and sustainable development for communities across the Commonwealth



## II. THE COMMUNITY PRESERVATION ACT IN BEVERLY

The Community Preservation Act, M.G.L. c. 44B ("the CPA") was enacted by the state legislature in 2000. It allows Massachusetts cities and towns to raise monies through a surcharge, of up to 3% of the real estate tax levy, on real property. To augment the local CPA revenues, the State annually distributes percentages from the State CPA trust fund to cities and towns. These funds may then be used only to:

- acquire, create, and preserve open space;
- acquire, rehabilitate and preserve historic resources;
- acquire, create, preserve and support community housing; and
- acquire, create, rehabilitate and preserve land for recreational use

The Community Preservation Act (CPA) was adopted by Beverly voters in November 2012. The first \$100,000 of taxable residential value is exempt. On the remaining value, a surcharge of 1% is levied.

For an example of how the 1% surcharge is calculated, see the table below. Using a residential property as an example, with an assessed valuation of \$341,850 based on the City of Beverly's FY17 tax rate:

<i>FY 2017 Assessment</i>	\$341,850.00
<i>FY 2017 Tax Rate</i>	\$14.28
<b><i>FY 2017 TAX</i></b>	<b>\$4,881.62</b>
<i>CPA Residential Exemption</i>	- \$100,000.00
<i>CPA Taxable Value</i>	\$241,850.00
<i>CPA Tax Basis</i>	\$3,453.62
<b><i>CPA Surcharge on Tax Basis =1% *</i></b>	<b>\$34.54</b>
<b><i>TOTAL ANNUAL BILL</i></b>	<b>\$4,916.16</b>

Any property entitled to an abatement or statutory exemption is automatically entitled to a proportional CPA exemption. Certain households may be eligible for a full CPA exemption. Applications for abatement must be made every year.

### II. a. Community Preservation Committee: Formation & Responsibilities

Implementation of the CPA is undertaken by the Beverly Community Preservation Committee (CPC), as established by Ordinance passed by the City Council in July of 2013. The CPC is composed of nine members, six of which are designated representatives from the following City boards and commissions: Conservation Commission, Housing Authority, Planning Board, Open Space & Recreation Committee, Historic District Commission and Parks & Recreation Commission, and three of which are community at-large appointments made by the City Council.

The CPC's duties include:

*Beverly CPA Plan 2017*

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- Study the needs, possibilities and resources of the City regarding community preservation and develop a CPA Plan for the City to help guide administration of the CPA;
- Develop guidelines and application procedures to provide criteria by which CPA projects are evaluated for eligibility and funding;
- Hold at least one public hearing per year to review the criteria and study the needs, possibilities and resources of the City regarding community preservation;
- Review project applications to determine eligibility for funding;
- Make recommendations to the City Council as to which projects to fund;
- Prepare an annual CPA budget for City Council approval

Generally, the Beverly CPC meets once a month on the third Thursday, unless otherwise posted.

#### **II.b. CPA Funding: Statutory Requirements**

The CPA statute mandates that each fiscal year Beverly must spend, or set aside for later spending, at least 10% of the annual Community Preservation Fund revenues, collected from both the local and State sources, for each of the three CPA target categories: open space, historic preservation, and community housing. Beyond those requirements, the remaining 70% of the funds can be spent on any of those three categories in addition to recreation projects. Up to 5% of the revenues can be spent on administrative purposes.

The CPC reviews and vets all of the project applications during public meetings to which all citizens and interested parties are welcome to attend. After conducting its due diligence, the CPC makes its CPA project funding recommendations to the City Council, which can vote to approve, reduce or reject any amount of spending appropriation recommended by the CPC. At the CPC's recommendation, the Council may also vote to set aside all or part of the annual CPA revenues for later spending by allocating revenues to specific CPA category reserve(s). The Council may not increase any funding recommendation, and may not appropriate any CPA fund monies on its own initiative, without prior favorable recommendation by the CPC. All appropriation decisions made by the Council are subject to proper public notice and public hearing process.

#### **II.c. CPA Funding: Allowable and Prohibited Spending Purposes**

Community Preservation Act funds must be used for public community preservation purposes, which are outlined and defined in the Department of Revenue Allowable Spending Purposes Chart below.



**Chart 1**  
**COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)**

DEFINITIONS (G.L. c. 44B, § 2)	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
<b>ACQUISITION</b> Obtain property interest by gift, purchase, devise, grant, rental, purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
<b>CREATION</b> To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes		Yes	Yes
<b>PRESERVATION</b> Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
<b>SUPPORT</b> Provide grants, loans, rental assistance, security deposits, interest-free write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable				Yes, includes funding for community's affordable housing trust
<b>REHABILITATION AND RESTORATION</b> Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

Source: Department of Revenue (DOR) 10-5-2012 conference, "Recent Developments in Municipal Law," Workshop B - Local Finances



"It's All About the Verbs!" in CPA. The table above provides a matrix of definitions for determining whether a project is eligible for CPA funding. As detailed in the CPA statute, CPA funds may be spent to undertake the following primary community preservation purposes:

- The acquisition, creation and preservation of open space. Open space, as defined by the Act, "shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use".
- The acquisition, creation, preservation and support of community housing. Community housing, as defined by the Act, is "low and moderate income housing for individuals and families, including low or moderate income senior housing." The term "support of community housing" shall include, but not be limited to, programs that provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing or to an entity that owns, operates or manages such housing, for the purpose of making housing affordable.
- The acquisition, preservation, rehabilitation and restoration of historic resources. Historic resources, as defined in the Act, include "a building, structure, vessel, real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town." For CPA purposes, the local historic preservation commission is the Beverly Historic District Commission.
- The acquisition, creation and preservation of land for recreational use. The Act defines recreational use as "active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. "Recreational use" shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

Community Preservation Act funds may also be used for the following purposes:

- The "rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created by using CPA monies;"
- Revenues set aside for later spending;
- Up to 5% on administrative and operating expenses of the CPC annually;
- Annual principal and interest payments, preparation, issuance, and marketing costs for bonds or notes for borrowings from CPA purposes;
- Damages payable to property owners for real estate interests taken by eminent domain for CPA purposes;
- Local share of State and Federal grants for allowable CPA purposes;
- Property acquisition-related expenses including appraisal costs, expenses for title searches and closing fees.

Community Preservation Act funds may not be spent for the following purposes:

- As a replacement or substitute for operating funds. The CPA is a supplementary funding source intended to increase available resources for community preservation acquisitions and initiatives
  - Payment for routine maintenance, defined as, "the upkeep of any real or personal property".
  - Gymnasiums, stadiums, or any similar structure.
  - Projects without a public purpose or public benefit.
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### III. OPEN SPACE

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Open space protection is a priority of Beverly residents, as indicated in comments at public meetings and in surveys seeking public input on Beverly's Master Plan and Open Space and Recreation Plan. Beverly's natural and scenic resources – including parks, coastline, forests, and wetlands – help define the city's character and enhance the quality of life for the city's residents and make Beverly a desirable place to live, work, and visit. Open space also provides habitat for a variety of birds, fish, other wildlife, and plant species, providing opportunities for nature study and enjoyment.

Beverly completed its first Open Space and Recreation Plan in 2001 and last updated it in 2016. The plan analyzes resource protection needs; outlines goals, objectives, and actions for open space protection and stewardship; and identifies priority parcels for protection.

This section of the CPA plan draws from Beverly's Open Space and Recreation Plan. It summarizes open space resources, goals, and needs and identifies priorities for CPA funding.

#### **Open Space Resources and Needs**

Currently, about 17%, or 1,694 acres, of Beverly's 9,863 acres of land is protected open space. Beverly ranks 230 in the state, out of 351 municipalities, in the overall percent of area protected.<sup>1</sup>

Beverly's landscape character as well as its history, is strongly intertwined with its coastal location. Although the city has more than nine miles of coastline, much of the access to the waterfront is privately controlled with only limited public access. Providing and ensuring access to Beverly's waterfront was a high priority in public comments on the open space plan.

In addition to its coastal location, substantial tracts of undeveloped woodlands also characterize the city. Such woodlands are especially evident in the Beverly Farms and Prides Crossing areas. Wetlands, particularly red maple swamps, are a dominant feature of the landscape.



*Wetland at Pole Swamp Lane*

A unique and important resource is the Wenham Lake Reservoir, the largest body of fresh water in Beverly. Wenham Lake serves as the drinking water supply to more than 80,000 residents of Beverly and Salem, commercial and industrial enterprises in those cities, and to parts of Wenham. Protecting additional land in the watershed of Beverly's drinking water supply remains an important public health priority.

Beverly also has a number of freshwater ponds. The most notable is Norwood Pond in North Beverly. The 88-acre forest surrounding this pond supports the city's largest number of vernal pools, which receive special protection under state law and local ordinance. Protecting land around Norwood Pond and ensuring public access to these important resources is a high priority.

Beverly has several large areas of protected open space, most notably Beverly Commons, the J.C. Phillips Nature Preserve, Moraine Farm, Sally Milligan Park, the woods surrounding Norwood Pond, and Long Hill Reservation. Portions of these areas are owned by the city of Beverly, while others are owned by nongovernmental land protection organizations, including the Essex County Greenbelt Association and the Trustees of Reservations. Some open space parcels are protected by conservation restrictions held by land trusts, including the Beverly Conservation Land Trust, or the city. Land that has recently benefitted from permanent protection is city-owned

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<sup>1</sup> Massachusetts Audubon Society. Losing Ground. June 2014. Statistics.



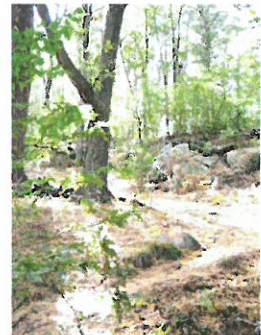
land abutting Norwood Pond that is held in a conservation restriction by Essex County Greenbelt Association. Larger areas of continuous open space provide better habitat in which wildlife can flourish and greater opportunities for a network of trails enjoyed by walkers, runners, and nature observers.

Smaller areas of open space also dot the city. A goal of Beverly's open space plan is to connect both large and small areas of open space to create a continuous trail network through the city and to protected lands in adjoining communities.

### Open Space Goals

The Open Space and Recreation Plan identifies six goals for open space protection and stewardship:

1. Protect and acquire land in Beverly of high natural, scenic, recreational, agricultural, community and urban gardening, and environmental value.
2. Increase and enhance the public's opportunities to enjoy open space and recreation activities in Beverly.
3. Protect and acquire land in more urbanized areas of the city (including downtown, Ryal Side, Goat Hill, and North Beverly).
4. Create a regional trail network.
5. Increase opportunities for public engagement in environmental issues.
6. Coordinate with local public and private entities to increase opportunities for shared active and passive recreation and to also increase visibility and public awareness of the Open Space and Recreation Committee and its actions in the community.



*Sally Milligan Park*

### Project Eligibility

Under the Community Preservation Act, cities and towns may fund projects that acquire, create, or preserve open space. CPA funds may also be used to rehabilitate and restore open space if the open space was acquired or created with Community Preservation funds. In the Community Preservation Act,



*Norwood Pond*

“Open space”, shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

### Open Space Priorities

The Open Space and Recreation Plan identifies over 200 parcels that are currently unprotected open space. Land of conservation and recreation interest in Beverly includes lands owned by both public and private entities. Preserving many of these as open space is essential to meeting the goals of the open space plan and the priorities identified by the community, including access to the waterfront, protecting and acquiring land of high conservation value, protecting and acquiring land in more urbanized areas of the city, and linking of protected lands to create a continuous open space network.

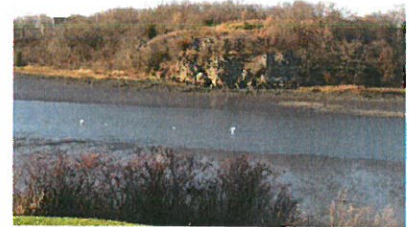


These lands can be protected by acquisition of all rights in land or through other means of protection, such as obtaining conservation restrictions or easements. Access to CPA funds can also help the city exercise its right of first refusal for lands currently enrolled in Chapter 61 programs (such as lands in forestry, recreation, and agriculture).

Land transactions are complex, take time to complete, and usually require substantial capital. When opportunities to acquire or protect land arise, they typically present themselves in an urgent way. In order to be prepared to act quickly on land protection opportunities as they arise, it is important to accumulate a substantial reserve by setting aside CPA funds annually in the Open Space category.

The following priorities from the Open Space and Recreation Plan are highlighted for potential CPA funding:

- Acquire land adjacent to protected land to create larger areas of protected open space. Examples include:
  - Continue to advocate for consolidation of open space areas around Moraine Farm where there are currently eight or so buildable lots.
  - Acquire parcels adjacent to the Philips Reserve.
  - Acquire several parcels that remain in private hands within and adjacent to Sally Milligan Park to maintain the park's integrity.
  - Explore alternatives with owner of 36 Foster Street (formerly Camp Mitchman) for continued protection as open space or recreation land.
  - Acquire parcel on Colgate Road located between Colgate Park and the golf course.
- Work with city officials, Salem-Beverly Water Supply Board, and private landowners to protect open space land from development in the watersheds of Beverly's drinking water supply (Wenham Lake and associated reservoirs).
- Acquire or otherwise protect parcels that provide public access to waterfront areas. Examples include:
  - Ensure that there is an open public walkway and city pier park in any waterfront development.
  - Complete the walkway from Green's Hill around the river by acquiring small parcels.
  - Maintain contact with owner of 12 and 16 Congress Street on development plans and make sure proposed walkway goes in. And if the opportunity arises, consider acquiring for a waterfront park.
  - Acquire a parcel adjacent to city-owned and protected land at Tanzella Hill.
- Acquire parcels that help link protected lands to create a continuous network of trails and protected open space throughout Beverly. Examples include:
  - Acquire parcel which could provide a trail link through Endicott College.
- Acquire land with high conservation or habitat value. Examples include:
  - Acquire back land of private property on Greenwood Street across from the vernal pool site on land of AMG.
  - Work with the owner of the Beverly Tree Farm toward obtaining a Conservation Restriction.
- Develop and implement pocket parks, urban garden plots, and play areas to provide public green space in the more urban areas of Beverly.



*Greens Hill Bass River*

## Resources

Beverly Open Space and Recreation Plan (revised 2016): available at <http://www.beverlyma.gov/boards-commissions/open-space-and-recreation-committee/>



#### IV. HISTORIC RESOURCES

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The City of Beverly has hundreds of historic resources that could be acquired, preserved or rehabilitated through the Community Preservation Act (CPA).

This chapter provides context for the analysis of the City's needs, possibilities and resources for CPA within the Historic Preservation category. The analysis is based on the 2000 City of Beverly Master Plan, discussions of the Historic District Commission, and input from the public and preservation partners during various public meetings on CPA. The City does not have a current Historic Preservation Plan.

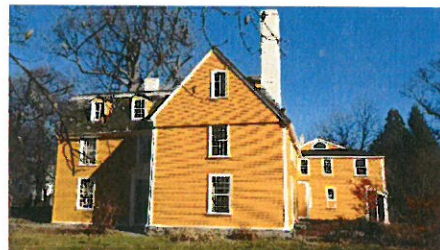
##### **Historic Preservation Resources and Needs**

First settled in 1626, the City of Beverly has a rich colonial, maritime, and industrial history reflected in the buildings, landscapes, structures, and sites that define the character of the city and its individual neighborhoods. The city's inventory of historic property currently shows:

- 1 Local Historic District – Fish Flake Hill (est. 1971)
- 4 National Register Historic Districts – Beverly Center Historic District, Beverly Depot-Odell Park Historic District, Fish Flake Hill Historic District, and Hospital Point
- 16 Individually listed National Register properties
- 989 properties listed on the Massachusetts Historical Commission (MHC) inventory.

*Note: listing in the MHC inventory does not automatically list a property on the State Register. Similarly, lack of listing on the State or National Register does not render a property insignificant or not historic.*

A 2015 Survey and Planning Grant from the Massachusetts Historical Commission (MHC) will add and update another 125 properties to the inventory including schools, religious properties, municipal buildings and landscapes. The City's support for this recent inventory work is indicative of the public value of historic properties and their contribution to the quality of life for Beverly's residents.



*Hale House*

The City of Beverly is fortunate to have municipal and non-profit groups working to preserve its heritage. Since 1891, The Beverly Historical Society has worked "to collect, preserve, and interpret, and disseminate Beverly's regional history" while also maintaining three historic properties including an archive and museum. Beverly established a Historic District Commission in 1971, and historic preservation is a major goal of the City of Beverly Master Plan (2000). One such example, the nonprofit Beverly Main Streets, is modeled on the National Trust for Historic Preservation's national Main Streets Program. This program is a highly successful community revitalization program. Beverly Main Streets actively seeks "to promote and enhance downtown Beverly's economic vitality, cultural and historic resources and quality of life." The adoption of the Community Preservation Act in 2012 was a strong message from residents that historic preservation is an important tool for preserving quality of life/community character/economic vitality.

Although Beverly has some tools to protect historic properties, they are limited. The Beverly Historic District Commission (BHDC) acts both as a regulator of the Fish Flake Hill Historic District and as the city's Historic Commission. Under MGL Chapter 40C and the local ordinance, the BHDC reviews exterior changes to properties within the Fish Flake Hill Historic District.

Under the City's Demolition Delay ordinance, the HDC reviews any permits for demolition (in part or whole) of any building over 50 years old. The Building Inspector identifies those projects and forwards them to the BHDC, which can conduct either administrative review or schedule a Demolition Delay hearing. If the hearing results in a delay



being imposed, the demolition cannot move forward for 12 months, during which time the HDC and others can work to find an alternative to demolition. If the time elapses without a solution, demolition can proceed. It may be a surprise to many that the properties listed on the National Register of Historic Places are not given a higher level of protection unless state or federal funds or permits are needed. A private property listed on the National Register can still be demolished after a delay expires.

The Community Preservation Act could be a valuable tool in preserving historic properties that might otherwise be lost.

### Project Eligibility

Under the Community Preservation Act, cities and towns can fund projects that acquire, preserve, or rehabilitate historic resources.



*Powder House*

*Historic resources - a building, structure, vessel, real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archaeology, architecture, or culture of a city or town.*

Properties within local historic districts and those listed on the National Register of Historic Places are also on the State Register of Historic Places. For properties not on the state register, project proponents can request a determination of significance from the Historic District Commission.

Rehabilitation of historic properties must be carried out in accordance with *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. For most projects, the Historic District Commission can determine whether the Standards have been met. For larger, more complicated projects the City has the option of hiring preservation consultants to document compliance. Consulting with the Historic District Commission in advance is recommended. Application for CPA funding requires that historic projects receive a Determination of Historic Significance from the Historic District Commission, the form for which is attached in the Appendix.

### Historic Preservation Priorities

CPA priority should be given to projects that achieve the following goals (listed in no particular order):

- Save historic properties that would otherwise be lost. For example, the acquisition of properties or historic preservation restrictions on properties that are, or have been, under a demolition delay order from the HDC
- Preserve threatened or vacant municipally owned historic buildings, such as the Powder House and the Dead House (receiving tomb) at Central Cemetery.
- Rehabilitate and preserve historic commercial centers – the downtown district and Beverly Farms center – including historically appropriate improvements to facades, streetscapes and landscapes.
- Preserve publicly accessible historic properties



*Ancient Burial Ground*



- Preserve historic landscapes such as parks, cemeteries, streetscapes, gardens, estates and grounds of historic municipal buildings.
- Preserve historic landscapes, vistas, and public ways through conservation restrictions and historic preservation restrictions.
- Preserve archaeological resources to learn more about the city's history and pre-history. Examples include the Bass River Tidal Mill and the J.C. Phillips Nature Reserve (former Phillips Estate).
- Preserve archival materials and artifacts that contribute to public understanding of the city's history and/or preserve public records.
- Preserve and adaptively reuse historic properties that contribute to the city's cultural economy, specifically the Beverly Arts District
- Support the work of nonprofit historic preservation organizations and groups that have historic preservation as their core mission.



*Beverly Golf & Tennis Clubhouse*

## **RESOURCES**

### **Massachusetts Historical Commission**

Massachusetts Cultural Resources Information System (MACRIS)

<http://mhc-macris.net/>

Online map viewer is here: <http://maps.mhc-macris.net/>

### **Beverly Historic District Commission**

<http://www.beverlyma.gov/boards-commissions/historics-district-commission/>

Forms to request a determination of significance are found under "applications"

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## V. COMMUNITY HOUSING

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### Housing Resources & Needs

The Planning Department was awarded funds from the Beverly Community Preservation Committee (CPC) in 2016 for the preparation of a Housing Plan. These funds, in the amount of \$20,000 and combined with \$10,000 from a Commonwealth Community Compact Grant, allowed the City to procure a housing consultant. Karen Sunnarborg with Abacus Architects + Planners was selected by RFP to develop a Community Housing Plan. A Memorandum of Understanding (MOU) was executed on March 1, 2016 and extended to September 1, 2017 to facilitate completion of the Plan.

The City and its consultant have made excellent progress towards completing the Housing Plan, including hosting two public meetings, conducting a web-based public input survey, and completing drafts of all deliverables, including a Housing Needs Assessment, Housing Challenges, Housing Strategies, and a draft management plan and budget for the recently adopted Affordable Housing Trust Fund.

The Community Housing Plan documents current and growing priority housing needs based on socio-economic analysis, assesses current housing regulations and partnerships, and identifies new or modified strategies to address how the City can strategically invest its local resources in its future housing agenda. These strategies are intended to assist Beverly residents along a wide range of incomes with their housing needs, better stabilizing them financially while also improving Beverly's downtown and neighborhoods. The establishment of an Affordable Housing Trust will assist the City in managing the implementation of this new Housing Plan in coordination with other City departments, boards and committees as well as other important housing stakeholders such as the Beverly Housing Authority, non-profit housing developers and services providers, and for profit development companies.

A major component of the Community Housing Plan is a Housing Needs Assessment that presents an overview of demographic, economic and housing characteristics and trends for the City of Beverly. The following key points inform the plan:

- **Demographic Trends:** Relatively stable population of about 40,000 residents with significant projected demographic shifts to fewer children, more older adults and increasing numbers of smaller, non-family households.
- **Economic Trends:** Rising income levels but also increasing income disparities, including some growth in poverty. The 2014 median household income was \$73,980 in Beverly compared to \$68,776 and \$67,846 for the county and state, respectively
- **Housing Trends:** Housing growth slowed through 2014 with some remaining affordability in the private housing market, threatened by rising prices and a more recent upsurge in development.
- **Affordability Trends:** Many homeowners are also struggling financially. For example, 1,200 homeowners were spending more than half their income on housing, including 400 seniors, 475 families and 325 non-elderly single individuals.

This data demonstrates that many residents in Beverly are struggling to pay for their housing while prices continue to rise. The numbers of those paying more than half of their income on housing is particularly concerning for those earning at or below 30% AMI, involving 61% of all those with severe cost burdens. A more detailed summary is included in Table 5-20.

Given the substantial numbers of residents who are paying too much for their housing and gaps between the incomes and market values of existing housing, there is a pressing need to produce more subsidized housing units in Beverly. One of the major obstacles to meeting these underserved needs is the gap between the level of need and the resources available, which is further exacerbated by increasing housing prices in tandem with limited local, state and federal



subsidies. The need for more subsidized housing is also indicated in the long waits for public housing units, as long as 5 years for seniors in state-supported housing, 2 years in federally-funded units; as well as at least 2 years for families.

### **Housing Goals & Priorities**

A major goal of this Community Housing Plan is to serve the wide range of local needs from those who are experiencing homelessness or at risk to becoming homeless to those who earn too much to typically qualify for housing assistance but are still priced out of the private housing market. Within the context of local needs, existing resources, and housing goals and priorities, the following housing strategies are proposed.

#### **Summary of Housing Strategies**

<i><b>a. Strategies</b></i>	<i><b>Priority for c. Implementation</b></i>
Operationalize and Capitalize the Affordable Housing Trust Fund	1-2 Year Implementation
Conduct ongoing community education and outreach	1-2 Year Implementation
Adopt rezoning of Bass River area	1-2 Year Implementation
Consider modifying accessory apartment ordinance	1-2 Year Implementation
Reintroduce the Housing Rehabilitation Program	1-2 Year Implementation
Explore modifications to the Inclusionary Zoning Ordinance	1-2 Year Implementation
Pursue further opportunities for multi-family housing, mixed-uses and TOD	1-2 Year Implementation
Monitor and intervene as appropriate on expiring use projects	1-2 Year Implementation
Make suitable public property available for affordable or mixed-income housing	3-5 Year Implementation
Consider funding other housing preservation initiatives	3-5 Year Implementation
Support small-scale infill housing development and conversions	3-5 Year Implementation
Help preserve BHA inventory	3-5 Year Implementation
Modify zoning to encourage more housing diversity in more areas	Longer Term Implementation
Broker more partnerships with local institutions	Longer Term Implementation

### **Housing Project Eligibility**

The Act prescribes for acquisition, creation, preservation and support of community housing. Community housing, as defined by the Act, is "low and moderate income housing for individuals and families, including low or moderate income senior housing." The term "support of community housing" shall include, but not be limited to, programs that provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing or to an entity that owns, operates or manages such housing, for the purpose of making housing affordable. The Act further allows for the annual 10% Housing set aside to be deposited in to an Affordable Housing Trust Fund, which Beverly has recently established.



**Mission Statement (abbreviated)**The Beverly Housing Authority (BHA) is committed to providing a full-range of safe, secure, suitable, and appropriate affordable housing opportunities to extremely low, very- low and moderate-income family, elderly, and disabled households.

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### **Inventory**

The current BHA housing inventory includes 646 subsidized housing units (one third of all subsidized housing units in the City of Beverly), and 420 Section 8 Housing Choice Vouchers. Also, the BHA owns one single-family home on ½ acre parcel of land located at 11 Spring Street, Montserrat Train Station (ZONE RMD District).

### **Modernization & Capital Improvements**

The modernization and capital needs funding must be predictable and allow for comprehensive planning by the BHA. The Commonwealth of Massachusetts Department of Housing and Communities Development (DHCD) through its Capital Improvement Program (CIP) is the mechanism used to provide all state-aided modernization and capital improvements to invest in our housing portfolio and accomplish its preservation. In addition, the U.S. Federal Governments Department of Housing and Urban Development (HUD) provides modernization funding through its Capital Fund Program (CFP) to accomplish the same for all federal –aided public housing.

### **Grants/funding resources**

#### **STATE**

DHCD-Capital Improvement Program (CIP)

DHCD-Sustainability Initiative

DHCD- Health and Safety

Lean multifamily energy retrofits funds through Action Energy

#### **FEDERAL**

Capital Fund Program (CFP)

#### **CITY OF BEVERLY**

Community Preservation Committee (CPC)

### **Inadequate Resources**

In a 2005 “Study of Appropriate Costs for State-Funded Public Housing in Massachusetts” the Harvard University Graduate School of Design used a scientific approach to quantify the appropriate operating cost coefficients for the several state public housing programs. The study determined that shortfalls in state subsidies at Local Housing Authorities (LHAs) throughout the commonwealth have been shortchanged and under subsidized for 2003-2006 by approximately \$315 million or \$78 million annually. This pattern of inadequate funding has continued and persists today.

Exacerbating this shortfall is Chapter 121B, Section 32 of the General laws and guidelines promulgated by DHCD restrict and limit the amount of rent an LHA may charge its tenants. Under these circumstances and limitations, LHA’s cannot pass their increased costs to the tenants

### **RESOURCES**

Beverly Housing Plan, 2017 – still draft, not yet electronically posted

Beverly Housing Authority

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## VI. RECREATION

### Beverly Recreation Department Mission Statement

The Beverly Recreation Department is dedicated to providing active and passive recreation through the use and enjoyment of the City's extensive natural land, parks and coastal resources. We develop, promote and oversee year-round programs and activities to stimulate good health, lifelong learning and a sense of community among our citizens.

Beverly Recreation is dedicated to meeting the diverse needs of all residents, including the preservation and maintenance of open space.



### What We Do

- Summer Park Program (staff 12 parks each w/ summer counselors – Free program/8weeks)
- Summer Camps @ Lynch Park (4 camps for ages 3-13 – Fee based camps)
- Summer Counselor-in-Training (CIT) program (over 45 CIT's annually participating in Park & Camp programs)
- Summer Sports Camps (run by BHS coaches – football, baseball, basketball etc.)
- Summer Special Events – Weekly events @ Lynch Park for over 400 kids including Camp children and Park children brought by bus from 12 parks around Beverly
- Miscellaneous kids camps & programs (Wicked Cool for Kids, Change is Simple, Boston Acting Class, Archery, PAWZ Strength & Conditioning, Umpire Training, Babysitting etc.)
- Adult Enrichment Classes – Wide variety of classes and programs for adults including arts & crafts, fitness, financial planning, archery, photography and a wide variety of offerings each summer, fall and winter
- Manage and permit 33 playing fields throughout Beverly including safety inspections and requesting DPS services when needed to repair and improve facilities
- Manage and permit 15 courts (tennis & basketball) throughout Beverly including safety inspections and requesting DPS services when needed to repair and improve facilities
- Oversee 51 open spaces in Beverly including hiking trails, beaches, playing fields, courts, playgrounds and support facilities
- Annual safety inspections of all playground areas (Certified Playground Safety Inspector trained)



### Recreation Resources and Assets

- Field Inventory Plan (see attached spreadsheet showing all fields and identifying short and long-term needs)
- Parks and Playgrounds (see attached spreadsheet showing all parks & amenities)

### Recreation Goals/Needs

- Indoor space for programs
- Budget for ongoing playground improvements

### Recreation Priorities



- See attached spreadsheet of potential CPA projects

# Beverly Recreation Department/Beverly Public Schools - Field Inventory (33 Playing Fields in Beverly)

As of: 11/17/16

Site	Users	Facilities	1-2 Years	Necessary/Potential Improvements 3-5 Years	6-10 Years	Status/Information
Hurd Stadium	BHS Football Youth Football	Football/Lacrosse Stadium	Continued maintenance by DPS Use by BHS/BY Football	Continued maintenance by DPS. Use by BHS/BY Football	Move stands to BHS for new stadium and convert into Youth fields. (BYSA, LAX, BYF)	Only used ~20 dates per year. <b>NOTE: Stands condemned in 2016. Old stands removed and one side replaced during winter 2015-2016. Used for BHS Football and BYF again in 2016.</b>
BHS Varsity Baseball	BHS BB American Legion BB Babe Ruth NLS Baseball	1 - 90' Diamond	Varsity field completely rebuilt when new BHS was completed	Continued maintenance by DPS.	Possibility of lights?? NOT IN CURRENT PLANS!	BHS Field completed in Spring 2014 - BHS Varsity moved back to BHS from Cooney.
BHS Auxiliary Fields (Formerly BHS JV Baseball)	BHS Soccer BHS Field Hockey BHS LAX Youth Soccer & LAX	1 - Long field for Soccer, Field Hockey & Lax	<b>No longer a baseball field. Improved by DPS for use as long fields (games &amp; practices).</b>	Continued maintenance by DPW to continue using these fields as auxiliary fields for BHS and Youth teams.	Artificial turf stadium w/ lights & stands big enough for Football, Soccer, Lacrosse & Field Hockey.	This area of BHS Fields rebuilt in 2014 to be soccer/lacrosse/field hockey fields. Used by JV & Freshman teams for games & practices.
BHS Auxiliary Fields (Formerly BHS Softball)	BHS Soccer BHS Field Hockey BHS LAX Youth Soccer & LAX	1 - Long field for Soccer, Field Hockey & Lax	<b>No longer a softball field. Improved by DPS for use as long fields (games &amp; practices).</b>	Continued maintenance by DPW to continue using these fields as auxiliary fields for BHS and Youth teams.	Artificial turf stadium w/ lights & stands big enough for Football, Soccer, Lacrosse & Field Hockey.	This area of BHS Fields rebuilt in 2014 to be soccer/lacrosse/field hockey fields. Used by JV & Freshman teams for games & practices.
Cooney Field	NECYFL (Fall) Babe Ruth Lundmark American Legion ELL Baseball NLSB	1 - 90' Diamond w/ lights and 330'-370' fence.	Stands have been condemned. Need to fix stairway(s) and several rows of stands w/ path of travel from Cedar St. lot to field. Add 2 HP spaces in parking lot. NEED TO FIX LIGHTS. Currently three poles out of service.	Add long field between baseball field and Hurd Stadium for NECYFL practices. Add lights for practice field.	Upgrade stands & parking for HP accessibility.	Backstop upgraded/Dugouts installed (2006). Infield redone w/ irrigation (2007). Lights repaired (2009 - New bulbs and cross bars).  Outfield area takes a pounding each fall with Beverly NECYFL practices (7-9 Teams). Creating new field along side of baseball field will minimize wear & tear in outfield of baseball field by having older teams practice off baseball field and only having younger teams on the baseball field.
Balch	Babe Ruth BHS JV ELL, NLSB, BB BYSA BHS Soccer	1 - 90' Diamond. Soccer field in outfield.	Continue maintenance by DPS including aeration/fertilization.	Continue maintenance by DPS including aeration/fertilization.	Lights??	Totally renovated in fall 2000. Irrigation added. Field is heavily worn in fall due to BHS field hockey (JV/Freshman). <b>Potential to add lights.</b>
Harry Bell (A&B)	ELL B&S	2 - 60' Diamonds w/ lights and 200' fences.	Continue maintenance by BLL/DPS including aeration/fertilization.	Upgrade "B" field to regrade, add drainage, fill sink holes?		Facility w/ concession stand built entirely w/ fundraising from BLL. Bev Rec Enterprise Fund paid off loan balance of \$106k in 1999. "A" Field rebuilt in 2006. ADA bathrooms added in 2015 (\$120,000)! Also upgrades to concession stand.
Bessie Baker	BLL	1 - 60' Diamond w/ 200' fence.	Continue maintenance by DPS including aeration/fertilization.	<b>New outfield fencing to raise height?</b>		Renovated in 1997. All new field w/ irrigation. Renovated again in 2015 by DPS.

Vittori	BLL	1 - 60' Diamond w/ 200' fence.	Continue maintenance by DPS including aeration/fertilization.	<b>New outfield fencing to raise height?</b>		Renovated in 1998. All new field w/ irrigation.
Cove Playground	BLL	1 - 60' Diamond w/ 200' fence.	Continue maintenance by DPS including aeration/fertilization.	Add irrigation.		Skinned infield gets very hard in summer. Needs irrigation. Outfield fencing removed in 2007 (small soccer field). New play structures in 2010. Clay added to infield in 2016.
Obear Park	BLL	1 - 60' Diamond w/ 200' fence.	Continue maintenance by DPS including aeration/fertilization.	<b>Replace outfield fence (currently guardrail)</b>		Skinned infield in 2007. No major renovations needed. Minor backstop repairs needed.
Livingstone	BLL B&S BYSA??	1 - 60' Diamond Small Soccer field in outfield.	Continue maintenance by DPS including aeration/fertilization.	Add irrigation.		Skinned infield in 2006. Used only for lower levels. Soccer field needs some work (Leveling/Seeding). Upgrade benches at basketball court and baseball field.
Lincoln School	BLL B&S BYSA?? Tender AM SB	1 - 60' Diamond Small Soccer field in outfield.	Upgrade infield and outfield. Continue maintenance by DPS including aeration/fertilization.	Add irrigation.		Skinned infield. <b>Backstop needs renovation.</b> Used only for lower levels. Soccer field needs work (Aeration/Seeding).
Innocenti	CO-ED SB BWSL BHS SB B&S Sasha AM SB	1 - 60' Diamond w/ lights and 220-265' fence.	Continue maintenance by DPS including aeration/fertilization. NEED TO FIX LIGHTS! Several lights have gone out. Some poles have gone out.	New netting around outfield fence.	New lights??	Renovated in 1999. Renovated again in 2009. All new field w/ irrigation. <b>Netting in outfield could be better to protect cars/pedestrians. CO-ED LEAGUE has been replacing sections of netting each season.</b>
Park Street	B&S BHS JV SB	1 - 60' Diamond w/ 190' fence.	Continue maintenance by DPS including aeration/fertilization.	Continue maintenance by DPS including aeration/fertilization.		Renovated in 1997. All new field w/ irrigation. <b>No firm plans yet for DPW garage. Need repairs to bench areas and retaining wall.</b>
Bartlett Gardens	B&S	1 - 60' Diamond	Continue maintenance by DPS including aeration/fertilization.	Continue maintenance by DPS including aeration/fertilization.		Renovated in 1998. All new field w/ irrigation. <b>Potential for small long field in outfield for use in fall. GETS VERY WET!!</b>
Lindsey	B&S BYSA	1 - 60' Diamond. Soccer field in outfield.	Continue maintenance by DPS including aeration/fertilization.	<b>Upgrade infield. Regrade and re-seed outfield. Add irrigation.</b>		<b>Needs to be renovated. Needs irrigation. Soccer field has many issues.</b>
Dix Park	Boys LAX Adult SB Flag Football BYSA??	1 - 60-90' Diamond w/ skinned infield. Soccer/Lax field in outfield.	Continue maintenance by DPS including aeration/fertilization. Infield to be skinned back to 90'.	Regrade and re-seed outfield area.		Flooding issues. Drainage has been improved but field still gets wet in spring. <b>Beverly Farms Improvement Society completed major improvements to park in 2010 (improved access, walking path, HP stands, upgrade tennis courts, parking, etc.) DPS increased the size of the infield to allow 90' base path.</b>
Centerville School	B&S BYSA	1 - 60' Diamond. 2 - Soccer fields	Aeration/fertilization of all fields. Re-seed necessary areas.	Regrade second soccer field. Add irrigation to all fields.	Possible location for multiple softball/soccer fields w/ lights.	All fields need irrigation and renovation. Large soccer field has configuration issues since school renovations. Potential for lights.
Cross Lane	BYSA	1 - Long field	Continue maintenance by DPS including aeration/fertilization.	Continue maintenance by DPS including aeration/fertilization.		Renovated w/ irrigation. Used mostly for small-sided fields.



Memorial School A	BYSA Girls LAX BHS Soccer Team Adult Soccer	1 - Long field	2 New fields to be built when new Middle School is completed.		Artificial turf? Lights??	Renovations to Memorial have begun. Fields to be available again in Fall 2017 <i>Drainage issues? Potential for lights.</i>
Memorial School B	BYSA Girls LAX BHS Soccer Team Adult Soccer	1 - Long field	2 New fields to be built when new Middle School is completed.			Renovations to Memorial have begun. Fields to be available again in Fall 2017 <i>Drainage issues? Potential for lights.</i>
Birch Plains	Boys LAX BYSA	2 - Long fields	Continue maintenance by DPS including aeration/fertilization.	Continue maintenance by DPS including aeration/fertilization.	Transfer from Conservation Commission to Parks & Recreation Commission??	<i>New fields as of Fall 2007 season. Concession stand and bathrooms. Irrigation and large parking lot.</i>
Briscoe	Boys LAX BYSA	1 - Long field	Aeration/fertilization of entire area. Regrade and re-seed necessary areas.	Add irrigation.	<i>Long term use of property not known after Memorial renovation.</i>	<i>Very poor condition. Needs renovation and irrigation. Impact of school renovation if school is sold after Memorial is renovated?</i>
BHS Inside Track	BHS Lax/FB Boys LAX BYSA?? Flag Football	1 - Long field	Artificial turf field added in 2011.	Add lights/stands to increase playable time??		<i>\$500,000 PARC grant and \$350,000 pledges raised by Mayor Scanton. Project completed in November 2011. Track &amp; field ownership transferred to Beverly Parks &amp; Recreation Commission in 2011.</i>
BHS Track	BHS Track BHS Phys Ed.	1 - Long field	Current track needs to be replaced soon.			<i>Track is over 15 years old and needs to be replaced soon.</i>
BHS Auxiliary Field (Behind school - Football practice field)	BHS Lax/FB Boys LAX Flag Football BOK??	1 - Long field	Aeration/fertilization of entire area. Regrade and re-seed necessary areas. <i>Add irrigation!!</i>	<i>Plans for two new softball fields when BHS project (parking lots) is completed??</i>		<i>Currently no firm plans for changes to this area.</i>
McKeown School	BYSA	1 - Small long field.	Aeration/fertilization of entire area. <i>Irrigation working?</i>	Continue maintenance by DPS including aeration/fertilization.		<i>New field as of 1998. Re-seeded in 2009.</i>
Cove School	BYSA Flag Football	1 - Long field	Aeration/fertilization of entire area. Re-seed as necessary			Field was built with school renovations in 2001. Initial field was in terrible shape. <i>Field irrigated and rebuilt in 2004 by PTO.</i>
North Beverly School	BYSA Flag Football	1 - Long field	Aeration/fertilization of entire area. Regrade and re-seed necessary areas.	Add irrigation.	<i>Expand area for two full fields?</i>	Field was built with school renovations in 2002. Field is in terrible shape.
Pershing Avenue	BYSA Flag Football	1 - Small long field.	Continue maintenance by DPS including aeration/fertilization.	Regrade and re-seed necessary areas.		Needs to be re-seeded/irrigation. What is long-term use?
Pleasant View	BYSA Flag Football	1 - Small long field.	Aeration/fertilization of entire area.	Add irrigation.	<b>FIELD BEING NO LONGER USED BY BYSA</b>	Small area for field limited by new play structure, slope of land and outcrop of ledge in far corner.

**QUESTIONS FOR FIELD SUMMIT:**

1. Need to raise money for second artificial turf field (Full stadium w/lights) at BHS!
2. Follow through with plans to build two SB fields at BHS. Funding from BGSL??
3. Schedule for use of new turf field(s) at BHS. Working w/ AD Dan Keefe. Need for 2nd field!!!

**CPC PROJECT PROPOSALS**

As of:  
11/17/2016

**Beverly Parks & Recreation Commission - Beverly Recreation Department**

<u>Location</u>	<u>Submitted</u>	<u>Description</u>	<u>Projected Cost</u>	<u>CPC Request</u>	<u>Comments</u>	<u>STATUS</u>
Camp Paradise	2014	Acquire former Girl Scout property for P&R use	\$950,000	\$450,000	CPC funded acquisition w/ \$450,000. Additional funding from \$400,000 PARC grant and \$100,000 Recreation Enterprise Fund.	Completed July 2015
Lynch Park	2014	Replacement of existing bathrooms	\$310,000	\$85,000	CPC funded construction w/ \$50,000. Additional funding of \$150,000 from David Lynch Trustees and \$100,000 from Recreation POY budget and Enterprise Fund.	Completed July 2015
Lynch Park	2014	Replacement of play structure/New spray park	\$250,000	\$30,000	CPC voted to fund playground only w/ \$30,000. Additional funding from \$200,000 OCBY grant and \$50,000 from Lynch Trustees.	Completed November 2014
Lyons Park (Dane Street Beach)	2014	Renovation of existing bathrooms	\$100,000	\$50,000	CPC opted not to fund. Funded with	Completed May 2015



					Lynch Trustees grant.	
Obear Park	NOT CPA!	Install new bathrooms/Renovate old bathhouse	\$35,000	N/A	Funding was provided by the RSCA via the Friends of Beverly Recreation account (private donations) and DPS budget.	Completed May 2015
Obear Park	2014	Install picnic pavilion	\$47,900	\$47,900	CPC voted to fund w/ \$47,900. Additional funding: Lynch Trustees \$5,000 Needed RDA from Con Com for project.	Completed October 2016
Lyons Park (Dane Street Beach)	2015	New play structures	\$200,000	\$60,000	CPC voted to fund w/ \$60,000. Additional funding: Lynch Trustees \$20,000; Recreation \$50,000 POY; private donations.	Completed June 2016
Lynch Park	2014	Preservation Plan & Feasability Study for Carriage House	\$25,000	\$25,000		In progress
Kimball-Haskell Park (Cove)	2015	Repair 2 tennis courts and fencing	\$160,000	\$100,000		In progress Scheduled for May 2017 installation
Lynch Park	2015	ADA Pathways & Wheel Chairs	\$30,000	\$20,000		In progress Scheduled for May 2017 installation
Lyons Park (Dane Street Beach)	2015	ADA Pathways & Wheel Chairs	\$20,000	\$15,000		In progress Scheduled for May 2017 installation
Vittori Park	2016	Add 5-12 playground structure	\$50,000	\$25,000		Approved by CPC & City Council.
Oak Heights Playground	2016	Replace old play structure w/ new ADA compliant	\$100,000	\$50,000		Approved by CPC & City Council.
Pete's Park (Longfellow)	2016	Repair basketball & tennis courts. Play equipment. ADA compliance for entire park.	\$250,000	\$75,000	Additional funding: Lynch Trustees \$10,000; Recreation \$50,000 POY; private donations. Applied for 2016 PARC grant	Approved by CPC & City Council.
Cahill Park (Centerville)	2015/2016	Repair tennis court and fencing	\$75,000	\$50,000		Not approved by CPC for 2016. Pre-Application
Lynch Park	Non-CPC	Carriage House doors & windows	\$150,000		\$101,000 for 4 sets of doors & windows. Need to replace other windows on first floor (back and front)	Completed May 2016
Lynch Park	Non-CPC	Security gate on driveway	\$10,000		Lynch Trustees - \$10,000	Completed July 2015
Lynch Park	Non-CPC	Security cameras for carriage house & park (gate/garden/shell)	\$31,000		Lynch Trustees - \$31,000??	Completed July 2015



Cooney Field	??	Replace lights & poles Replace concrete stands	\$400,000	\$150,000		
Lynch Park	??	Replace tot lot that was removed in 2014	\$20,000			Looking for vendor to install
Balch Playground	??	Replace damaged playground equipment	\$10,000	\$10,000		
Colgate Park	??	Replace existing playground equipment	\$20,000	\$20,000		
Wentworth Playground		Repairs				
Centerville Soccer Field		Add irrigation and rebuild field				
Camp Mitchman		Possible acquisition			Currently working with Food Project to receive trail easements. Chapter 61 right of first refusal?	
Green's Hill		Improvements: Walking Trail Fitness Equipment?				
Obear Park		Erosion control??????				
Camp Paradise	Non-CPC	New roof	\$30,000		Currently budgeted for \$30,000 from Enterprise budget.	
Lynch Park		Garden improvements: Clean/restore benches, brickwork, tea house, lions, other renovations??				
Field Improvements???		BHS Pit (BGSL), Memorial (Middle school project), Briscoe, Hannah				



VII. **APPENDIX**

a. **Summary of Public Comments/Suggestions from Word Boards posted at Beverly Library**

<b>RECREATION RELATED COMMENTS</b>	<b>Number of Comments</b>
BG& Tennis ADA availability	4
Restore Rose Garden	5
Paint back side of Carriage House	1
More City Swings	8
Safe and paved bike paths	24
City Pool	5
Bring back Trash Barrels at Beaches	3
Foot path connecting Dane St Beach & Lynch Park	12
Add Bird Feeders to Parks	1
Beach Cleaning more organized for public to help	2
More water sports, boating canoeing	3
Leave Shell @ Lynch Park , update it	1
Update play structures at ALL playgrounds	4
Public indoor Ice Skating rink	3
Bathrooms at ALL City Parks & Ball fields	1
Obear Park needs help	2
place for teens to explore Arts, Dance, Theatre	1
NO dogs on beaches	2

<b>HISTORIC PRESERVATION RELATED COMMENTS</b>	<b>Number of Comments</b>
Save Powder House	8
Beverly Depot Landscaping	3
Balch House Landscaping	1
More about History of Beverly	2
Hastings House	3
Renovate City Hall	5
City Hall 1st floor first impression more cheery, friendly	2
Central Cemetery fence needs repairs	4
GAR is a disgrace	5
More events w/ Historic society	2
GAR Hall for Bev residents , events, groups @ no cost	1
Preserve Beverly Depot District	3

<b>OPEN SPACE RELATED COMMENTS</b>	<b>Number of Comments</b>
Save marshes clean the river	6
Preserve more Open Space	8
Keep Open Space Trails	12



Open Space Trails for Joggers	7
Maintain Open Space keep natural	4
purchase Ventron Site for Open Space	1
Preserve Open Spaces	2
Extend Greens Hill to Greene St	2
trail network connecting "ECTA" trail network	1

#### **AFFORDABLE/COMMUNITY HOUSING RELATED COMMENTS**

more homeless shelters	1
more affordable housing for Seniors	3
less Condos	4
more affordable Day Care	1

#### **MISCELLANEOUS COMMENTS**

	Number of Comments
Bed n Breakfast	1
Better Bus service	4
Hotel	2
more pet friendly space	3
Digitize City records	1
CPR course for public	1
More seating for elderly around the City	2
Freeze Shoe Pond safely for skating	3
Clean trash along McPherson Drive,	1
Street paving needs help	2
More trees along City Streets	2
Partner w/ Churches for Snow Bans	1
More Street lights, City Streets are too dark	1
Be nice to yourself	1
Fix up waterfront like Fanuel Hall or Tannery (NBPT)	1
Chemical cleaning of Ventron site , owned by Windover	1
Flood West beach parking lot for skating, trash barrels	1
Make Tax delinquents pay their taxes	1
What is the Vision for Beverly	1
Speed bumps in Round a Bouts, people will yield	1
more Ice cream trucks	1
more sidewalks on Corning St by Lynch Park	1
Stop Windover from taking over Beverly	1
Stop loitering, downtown & Ellis Square	3
Beverly needs more Firefighters	1



## **VIII. APPENDIX**

### **b. Ordinance**

#### **Section 1.02 Community Preservation Committee**

##### **(a) Establishment**

There is hereby established a Community Preservation Committee, in accordance with Chapter 267 of the Acts of 2000, Massachusetts Community Preservation Act, M.G.L. c. 44B, § 1 et seq., as amended, which shall consist of nine members.

##### **(b) Membership, Appointing Authority and Terms**

- (i) The composition of the Committee, the appointment authority and term of office for the Committee members shall be as follows:
  - 1) One member of the Historic District Commission, acting as the Historic Commission, as designated by the Commission for an initial term of three (3) years, and thereafter for a term of three (3) years.
  - 2) One member of the Conservation Commission as designated by the Commission for an initial term of two (2) years, and thereafter for a term of three (3) years.
  - 3) One member of the Planning Board as designated by the Board for an initial term of one (1) year, and thereafter for a term of three (3) years.
  - 4) One member of the Parks & Recreation Commission as designated by the Commission for an initial term of three (3) years, and thereafter for a term of three (3) years.
  - 5) One member of the Housing Authority as designated by the Authority for an initial term of two (2) years, and thereafter for a term of three (3) years.
  - 6) One member of the Open Space and Recreation Committee as designated by the Committee for an initial term of (1) year, and thereafter for term of three (3) years.
  - 7) Three (3) at-large members being residents of the City not currently holding elected office, as appointed by the City Council:
    - A. One (1) member to be appointed for an initial term of three (3) years, and thereafter for a term of three (3) years.
    - B. One (1) member to be appointed for an initial term of two (2) years, and thereafter for a term of three (3) years.
    - C. One (1) member to be appointed for initial terms of one (1) year, and thereafter for terms of three (3) years.
- (ii) The at-large seats shall be open to any resident, and members may include citizens who have expertise or demonstrated interest in open space, recreation, historic preservation, affordable housing, municipal



finance or fiscal accounting practices. Preference will be given to applicants who are not currently members of any of the six (6) boards and commissions listed in sections (b)(i) 1 through (b)(i) 5 inclusive.

- (iii) If possible, Committee membership as a whole should be drawn from all Wards.
- (iv) The commission, board or committee that has appointment authority under this Chapter shall appoint such representative(s) within forty-five (45) days of the effective date of this Ordinance. The City Council shall also appoint its representatives within forty-five (45) days of the effective date of this Ordinance.
- (v) Any vacancy on the Community Preservation Committee shall be filled by the commission, board or committee that designated the member who creates the vacancy by designating another member in accordance with the above for the unexpired term, and within forty-five (45) days of the date of vacancy.
- (vi) The City Council shall also fill any vacancy in its appointments by designating another member in accordance with the above for the unexpired term, and within forty-five (45) days of the date of vacancy.
- (vii) Should the City Council fail to make an appointment authorized by section (b)(iv) or (b)(vi) above, the Mayor shall fill the position within an additional forty-five (45) days.
- (viii) Should any of the commissions, boards or committees that have appointment authority under this Chapter no longer be in existence for whatever reason, the appointment authority for that commission, board or committee shall become the responsibility of the City Council.
- (ix) All Committee members shall serve on the Committee without compensation.
- (x) Vacancies shall be publicly posted.

(c) Duties

- (i) The Community Preservation Committee shall study the needs, possibilities, and resources of the City regarding community preservation, including the consideration of regional projects for community preservation, and shall develop and publish community preservation guidelines within six (6) months of the Committee's first meeting. Development of the guidelines shall include a public hearing.

The Committee shall consult with the public in addition to existing municipal boards, including the City Council, the Conservation Commission, the Historic District Commission, the Planning Board, the Open Space and Recreation Committee, the Parks and Recreation Commission and the Housing Authority, or persons acting in those capacities or performing like duties, in conducting such studies.

The Committee shall annually hold at least one (1) public informational hearing (and may hold more than one such meeting in a given year) on the needs, possibilities and resources of the City regarding community preservation, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the City and posted electronically on the City's website. The Committee may, after proper appropriation, incur expenses as permitted by State law using funds from the Community Preservation Fund to pay such expenses.

- (ii) The Community Preservation Committee shall make recommendations to the City Council for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and



restoration of land for recreational use; for the acquisition, creation, preservation, and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created with Community Preservation Funds. With respect to community housing, the Community Preservation Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. With respect to recreational use, the acquisition of artificial turf for athletic fields shall be prohibited.

- (iii) The Community Preservation Committee may include in its recommendation(s) to the City Council a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund, or to set aside for later spending funds for general purposes that are consistent with community preservation.

The Community Preservation Committee may recommend the issuance of general obligation bonds or notes, in accordance with the provisions of M.G.L. Chapter 44B, section 11, in anticipation of revenues to be raised pursuant to M.G.L. Chapter 44B, section 3, the proceeds of which shall be deposited in the community preservation fund.

In every fiscal year, the committee shall recommend that the City Council either spend, or set aside for later spending, not less than ten percent (10%) of the annual revenues in the community preservation fund for each of the following: Open space (not including land for recreational use); historic resources; and community housing.

(d) Quorum requirements and cost estimates

The Community Preservation Committee shall not meet or conduct business without the presence of a quorum and shall keep a written record of its proceedings. A majority of the members of the Community Preservation Committee shall constitute a quorum.

When making recommendation(s) to the City Council, the Community Preservation Committee shall provide the Council with estimates of cost for each recommendation.

(e) Rules and Regulations

- (i) The Committee shall annually elect one of its members to serve as chairperson and may elect such other officers, adopt procedural rules and regulations and establish any subcommittee(s) as it deems appropriate.
- (ii) A Committee member may serve as chairperson for two consecutive years, after which she or he shall not be eligible to be nominated for the same position for a third year. However, the Committee may waive this provision by a two-thirds vote.
- (iii) The Committee shall clearly define and make public its application requirements and evaluation procedures.
- (iv) By majority vote of the members of the Committee, the Committee may adopt and promulgate rules and regulations for the conduct of its business on any matter within the Committee's jurisdiction under the Massachusetts Constitution, Massachusetts General or Special Laws, the Code of Massachusetts Regulations (CMR), ordinance, or other legal right or authority granted to or conferred upon the Committee.



- (v) The proposed rule or regulation shall be submitted to all Committee members at least forty-eight (48) hours prior to any vote to adopt the same; provided, however, the Committee may make such amendments to the proposed rules or regulations as it deems appropriate at the said meeting.
- (vi) Upon approval of any rule or regulation by the Committee, a copy of the same shall be filed with the city clerk and publicly posted and become effective as of the date of filing thereof unless the specific vote of the Committee establishes a later effective date.
- (vii) To enhance communication, minutes of each meeting shall be sent to the city clerk for distribution to the city council and shall be publicly posted.

(f) Amendments to the Community Preservation Committee Ordinance

The Community Preservation Committee shall from time to time review the administration of this Ordinance and make recommendations as needed for changes to the Ordinance and in administrative practice to improve the operations of the Community Preservation Committee. This ordinance may be amended from time to time by the City Council provided that the amendments do not conflict with M.G.L. Chapter 44B.

(Ord. No. 51, 6-19-2013)



## VIII. APPENDIX

### c. Application Instructions

Application materials can be obtained on the CPC's web page at <http://www.beverlyma.gov/boards-commissions/community-preservation-committee/>

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#### APPLICATION INSTRUCTIONS & PROCESS

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#### APPLICATION & REVIEW SCHEDULE

The Community Preservation Committee (CPC) will follow the general chronology below, *with specific dates as announced at the beginning of each funding round*:

- Project Pre-Application Determination of Eligibility Form
- **\*For historic preservation projects:** A Determination of Historical Significance made by the Historic District Commission (HDC). The HDC's application deadlines will be posted at the beginning of each funding round
- CPC announces eligible projects and invites full application
- Project Funding Application
- Estimated Date of Project Award

#### APPLICATION & REVIEW PROCESS

See CPA Application Flowchart illustrating the application process on the [CPC's website \(right click to open link\)](#)

The following describes application instructions and the CPC's procedure in reviewing and recommending proposals. The CPC strongly encourages applicants to review the [Community Preservation Act MGL c. 44B § 1 et. seq.](#), [Beverly's CPA Ordinance](#) the [Committee's Project Evaluation Criteria](#) and the [Department of Revenue's \(DOR\) Allowable Uses Chart](#) before beginning the application process.

#### *Step 1 – Informational Meeting*

The CPC will hold an informational meeting and public hearing prior to each funding round. This meeting will provide the CPC with an opportunity to canvass the public for ideas as to the needs, possibilities and resources of Beverly regarding community preservation and introduce the working draft of the CPA Plan for Beverly. In addition to consultation with Planning Department staff, the CPC provides time at the beginning of each regular meeting for applicants to ask questions and obtain guidance as to CPA criteria and application process.

#### *Step 2 – Determine Project Eligibility*

All applicants must begin the application process by submitting a one-page Pre-Application Project Eligibility Determination form. The CPC requires that historic preservation projects receive a Determination of Historical Significance from the Historic District Commission. This pre-application will introduce your proposal to the CPC so that it can determine the project's eligibility for funding and offer further guidance.

Please submit one typed paper copy with original signature of the Pre-Application (and if a historic project) a HDC Determination of Historical Significance and one electronic copy of each in PDF format to:

Community Preservation Committee  
Planning Department  
City Hall, 191 Cabot Street  
Beverly, MA 01915  
[amaxner@beverlyma.gov](mailto:amaxner@beverlyma.gov)

The CPC will announce eligible projects and invite full applications.



### *Step 3 – Submit Project Funding Application*

Please review the Project Funding Application and associated forms and be sure to include all information and materials as requested and appropriate. The application cover page must be signed and dated by the applicant/organization's designated representative and the owner if different from the applicant.

Please submit 10 double-sided paper copies and one electronic copy in PDF format of the application and supporting materials to:

Community Preservation Committee  
Planning Department  
City Hall, 191 Cabot Street  
Beverly, MA 01915  
[amaxner@beverlyma.gov](mailto:amaxner@beverlyma.gov)

Please do not use plastic covers, binders, spines and sleeves to package the application and supporting materials. Staples or simple binder clips will be sufficient.

### *Step 4 – CPC Review & Public Comment*

The CPC will post project proposal abstracts on its website and invites written public comment.

The CPC will begin reviewing the project applications. The CPC will examine project proposals based on the General and Category Specific Evaluation Criteria and the DOR's Allowable Uses Chart. The CPC will perform its due diligence and may request additional or more detailed information to be submitted in order to fully evaluate the project's merits.

### *Step 5 – CPC Recommendations & City Council Vote*

The CPC submits its project funding recommendations to the City Council. The CPC reserves the right to attach conditions and require additional agreements and/or protections as part of its recommendations. The CPC may also recommend only funding a portion or phase of the project, or partial funding of the project. The CPC recommendations may include detailed project scopes, conditions and other specifications, as deemed appropriate to ensure CPA compliance and project performance.

The City Council has the final authority to award funds from Beverly's CPA Fund. The only actions the Council may take are: approve as recommended, approve with a lower level of funding or reject the recommendation.

### *Step 6 – Award Letter*

Subject to City Council action, the CPC will inform successful recipients of approved projects in mid to later September, with information on the funding amount and funding conditions. Projects receiving CPA funding will be required to credit this source of funding in promotional materials and, whenever appropriate, at the project location.

### *Step 7 – Fund Disbursement & Project Monitoring*

Before receiving funds, the award recipient must agree to and sign a Grant Agreement/Memorandum of Understanding, which describes project implementation, conditions of approval, fund disbursement and reporting requirements.



## VIII. APPENDIX

### d. Pre-Application Determination of Eligibility Form

#### PROJECT ELIGIBILITY DETERMINATION PRE-APPLICATION

The purpose of this form is to ensure all projects applying for Community Preservation Act funding meet the basic requirements of the CPA. This form must be reviewed and approved by the Community Preservation Committee before the applicant submits a full application.

Project Title: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax#: \_\_\_\_\_

Email Address: \_\_\_\_\_

If Different From the Applicant:

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax#: \_\_\_\_\_

Email Address: \_\_\_\_\_

CPA Category (Check All That Apply):

- ☐ Open Space
- ☐ Historic Preservation (projects in this category must receive a Determination of Historic Significance Form with the Beverly HDC)
- ☐ Community Housing
- ☐ Recreation

Project Purpose: (See Attached Allowable Uses Chart, Check All that Apply)

- ☐ Acquisition
- ☐ Creation
- ☐ Preservation
- ☐ Rehabilitation/Restoration
- ☐ Support

Project Summary: Please provide a brief description of the project and how it meets the definitions on the attached Allowable Uses Chart: (Please keep description to this page)

Estimated Total Project Budget: \_\_\_\_\_

Estimated CPA Funding Request: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For CPC Use: Eligible: \_\_\_\_\_ Not Eligible: \_\_\_\_\_ Date of Determination: \_\_\_\_\_



**VIII. APPENDIX**

**e. Project Funding Application Form**

CPA PROJECT FUNDING APPLICATION

Project Description Form

Project Title: \_\_\_\_\_  
Project Location/Address: \_\_\_\_\_  
Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax#: \_\_\_\_\_

Email Address: \_\_\_\_\_

If Different From the Applicant:

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax#: \_\_\_\_\_

Email Address: \_\_\_\_\_

- CPA Funding Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_
- Please mark all CPA Categories and purposes to which this project applies (more than one may apply) – please refer to DOR Allowable Uses Chart:

**CPA Category (Check All That Apply):**

- ☐ Open Space
- ☐ Historic Preservation (projects in this category must receive a Determination of Historic Significance Form with the Beverly HDC)
- ☐ Community Housing
- ☐ Recreation

**Project Purpose: (See Attached Allowable Uses Chart, Check All that Apply)**

- ☐ Acquisition
- ☐ Creation
- ☐ Preservation
- ☐ Rehabilitation/Restoration
- ☐ Support



PLEASE ATTACH THE FOLLOWING SUPPORTING INFORMATION AND DOCUMENTATION:

Please type all responses and indicate item number

1. **Project Narrative:** Please address the following items in your narrative, which should not exceed 5 typed pages:
  - a. **Project Description:** Please provide a thorough description of the project and goals it will achieve.
  - b. **CPA Eligibility, Community Preservation Need:** Please describe how the project complies with the CPC's Project Eligibility Criteria and the DOR's Allowable Uses Chart. Please describe the community need the project satisfies. Please address specific CPC Criteria and the definitions listed on the DOR's Chart when answering this question.
  - c. **Project Partnerships & Support:** Please attach commitment letters from funding partners, including in-kind service providers. Please attach other letters of support to document clear endorsement by community members and groups, municipal boards, committees, commissions and departments, etc. \*\*If a City property or project, please attach written and signed confirmation from the ultimate responsible party that will carry out and manage the project.
  - d. **Feasibility:** List and explain all further actions or steps that will be required for completion of the project (i.e. 21E environmental assessments; zoning, planning board, conservation commission permits and approvals; easements or restrictions; subordination agreements etc...).
  - e. **Applicant/Organization Background:** Please provide a brief description of your or the organization's profile and project history. Explain your ability and capacity to undertake and successfully execute the project.
  - f. **Maintenance & Long Term Preservation:** If on-going maintenance and upkeep is required, please describe how this will be accomplished. Explain specific guarantees that will assure long-term preservation of the project.
  - g. **Maps & Visual Materials:** When appropriate, at least one photograph shall be provided with the application Please include plans, maps and other visual aids to help describe the project (i.e. USGS topographic map, assessors map, GIS/aerial photo maps, photographs, renderings or design plans etc...).
2. **Budget:** Please fill out the attached Budget Form. Please indicate which expenses CPA will directly fund. Please attach supporting documentation that substantiates costs (i.e. estimates, quotes, letters of intent estimating value of in-kind services etc...)
3. **Project Schedule:** Please fill out the attached Project Schedule Form. Explain each step of the project, time to accomplish the various steps, milestones and project completion date.
4. If applicable and appropriate, additional information or supporting documentation should also be attached. \*\*Note: If supporting documents are 10 pages or more, an electronic copy (PDF) of said document shall be provided. Supplemental information may include, but not be limited to:
  - a. Natural resource features
  - b. Proof of site control, or plan to obtain control such as Purchase and Sale Agreement, option or deed
  - c. For historic properties or artifacts, a Determination of Historic Significance by the Beverly Historic District Commission
  - d. Historic structure report or existing conditions report
  - e. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed
  - f. Any other information useful to the Committee in considering the project

I certify, under the pains and penalties of perjury, that the information set forth in this application is true and complete to the best of my knowledge:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If Different From Applicant)

Project Title: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Date: \_\_\_\_\_



## VIII. APPENDIX

### f. Project Evaluation Criteria

#### General Evaluation Criteria

The Beverly Community Preservation Committee has developed these criteria to provide guidance in evaluating projects and spending of City tax dollars authorized by the adoption of the Community Preservation Act. Please visit the Committee's webpage at [www.beverlyma.gov](http://www.beverlyma.gov) for more information and application forms.

All projects must demonstrate compliance with the law, the Beverly Ordinance, the Beverly CPC Application Process and Timeline and eligibility for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation (Chapter 44B of Massachusetts General Laws) and the attached DOR Allowable Uses Chart. All projects must demonstrate support and willingness to proceed by the person or entity holding site control.

Proposals must address at least one of the following General Criteria, which are listed in no particular order. Preference will be given to proposals that address multiple criteria.

1. Consistent with various plans which are relevant to and utilized by the City regarding Open Space, Recreation, Historic Resources and Affordable Housing;
2. Leverages additional (or highest amount) of public and/or private funds (e.g. qualify the project for additional grants from other sources) or receive partial funding from other sources and/or voluntary contributions of goods and services;
3. Without CPA funding the project will not be carried out for the benefit of the City and a significant public asset would be lost;
4. Demonstrates practicality and feasibility, and that the project can be implemented within budget and on schedule;
5. Serves to address multiple CPA priorities;
6. Preserves and enhances the essential character of the City or upgrades and enhances the city experience for as broad a group of people as possible;
7. Protects resources that would otherwise be threatened;
8. Demonstrates a clear public benefit;
9. Has received documented endorsement from other municipal boards or departments and broad-based support from community members;
10. Implementation of the project under the selected category(s) does not adversely impact other category(s).

#### Category Specific Evaluation Criteria

The Community Preservation Act funds three main community interests or categories: open space, historic preservation, and community housing. Public recreation projects may also be funded.

1. **Open Space** proposals must address at least one of the following specific criteria, which are listed in no particular order. Preference will be given to proposals that address multiple criteria.
  - a. Protects open space by:
    - Acquiring land or conservation restrictions
    - Acquiring easements for potential trail linkages to connect existing protected trails/open space
    - Providing opportunities for passive recreation
    - Making capital improvements or extraordinary repairs to make open space acquired or created with CPA funds functional for intended use
  - b. Preserves wildlife habitats, ecosystems and landscapes including those that:
    - Contain locally significant biodiversity
    - Contain rare habitat or species
    - Contain a variety of habitats with diversity in geology & vegetation



- Protects or enhances wildlife corridors, promotes connectivity and/or prevent fragmentation
  - c. Prevents degradation of and provides buffer to adjacent open space, water bodies and/or historic resources
  - d. Provides public access;
  - e. Preserves, enhances or expands coastal waterfront and public access thereto;
  - f. Preserves or enhances scenic views;
  - g. Protects drinking water supply;
  - h. Preserves and/or enhances important surface water bodies (streams, wetlands, vernal pools, riverfront areas);
  - i. Preserves and/or expands active agricultural use;
  - j. Borders a designated scenic road;
  - k. Protects natural capacity for flood storage and/or control.
2. **Historic Preservation** proposals must address at least one of the following specific criteria, which are listed in no particular order. Preference will be given to proposals that address multiple criteria.
- a) Preserves a building, structure, vessel, real property, document or artifact listed on the State Register of Historic Places or determined by the Beverly Historic District Commission (BHDC), acting as the Beverly Historical Commission, to be significant in the history, archaeology, architecture or culture of Beverly. The BHDC will determine a property to be significant if it meets the criteria for listing on the National Register of Historic Places at the local level. Documents and artifacts will be eligible for funding if they are at least 50 years old and determined significant to the history, archaeology, architecture or culture of Beverly.
  - b) Preserves, acquires, restores and/or rehabilitates historical, cultural, architectural or archaeological resources of significance, especially those that are rare or threatened;
  - c) Protects, preserves, restores, and/or rehabilitates the historical function of the historic resource;
  - d) Provides permanent preservation of the historic resource (e.g. preservation restriction);
  - e) Promotes sensitive adaptive reuse of historic sites;
  - f) Allows public access;
  - g) Enhances the City's historical profile.
- In addition to the above, all projects under the Historic Preservation category must be carried out in accordance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. The Beverly CPC reserves the right to require project proponents to hire a qualified professional to document compliance with the Standards as a condition of its award.
3. **Community Housing** proposals must address at least one of the following specific criteria, which are listed in no particular order. Preference will be given to proposals that address multiple criteria.
- a. Ensures long-term affordability;
  - b. Promotes use of existing buildings or construction on previously-developed private or city-owned sites;
  - c. Supports the housing needs of a range of qualified residents who earn less than 100% of the area-wide median income (for current Department of Revenue income thresholds please see [www.communitypreservation.org](http://www.communitypreservation.org))
  - d. Provides housing that is harmonious in design and scale with the surrounding neighborhood;
  - e. Provides affordable ownership and rental opportunities;
  - f. Creates affordable housing units;
  - g. Preserves existing affordable housing from "expiring use";
  - h. Intermingles affordable and market rate housing at levels that exceed those set forth in Beverly's Inclusionary Zoning Ordinance.
4. **Recreation** proposals must address at least one of the following specific criteria, which are listed in no particular order. Preference will be given to proposals that address multiple criteria. Recreation proposals must be for outdoor uses only.



- a. Acquires, creates, preserves, restores and/or rehabilitates land or assets for a variety of recreational uses for a wide range of users, ages or populations;
- b. Expands universal access to recreational opportunities;
- c. Serves a significant number of residents;
- d. Promotes use of corridors to create safe and healthful pedestrian and bicycle transportation opportunities;
- e. Enhances or expands access and use of waterfront, ocean, ponds or rivers;
- f. Considers the health and safety benefits to the residents and promotes active, healthy lifestyles for residents;
- g. Meets a recreational need not met, or not adequately met, elsewhere in the City.

## **VIII. APPENDIX**

### **g. Special Out of Cycle Application**

#### **Beverly Community Preservation Committee SPECIAL APPLICATION CRITERIA & PROCESS**

##### **Purpose**

For any project eligible for CPA funding, under special circumstances as determined by the Beverly Community Preservation Committee (CPC), the CPC will consider a special application outside of the standard application timeline.

The situation warranting special consideration outside the standard timeline is that a unique and urgent opportunity is presented that, if missed, is likely to remove or make unavailable to the City and its citizens a valuable resource for the City. By way of example, the most common of these circumstances might be the imminent placing of real estate on the market, but they could include time-sensitive stabilization or restoration of an historic asset damaged by flood or fire, or other urgent situations.

##### **Criteria**

In order to be considered for a Special Application Process, the applicant must first submit a written project narrative and supporting materials that demonstrate compliance with all of the following Special Application Evaluation Criteria:

1. The project must have undergone the Determination of Eligibility pre-application process with the CPC and determined eligible, and, if applicable the Determination of Historic Significance Determination process with the Historic District Commission and determined historically significant.
2. Failure to secure CPA funding will create a high likelihood that the project will not be carried out for the benefit of the City, because the window of opportunity is of very short duration.
3. The proponents were unaware of the opportunity to undertake the project; or the proponent did not have the authority to identify such opportunity prior to the standard application deadline.
4. The proponents have either: a) a letter of intent signed by the current owner of the real property expressing interest in selling to the applicant; or b) legal control of the property (i.e. an option, signed purchase and sale agreement or legal title).
5. Appropriation of CPA funding is critical to the likelihood of success for the project.
6. The project aligns with the goals of the various plans, which are relevant to and utilized by the City regarding Open Space, Recreation, Historic Resources and Affordable Housing.

##### **Process**

The applicant shall submit three full copies of the above narrative and supporting materials to the Planning Department. The CPC Chair, Vice Chair and Planning Department Staff will review the materials, validate the request and make a determination as to whether a meeting of the CPC is warranted. If so, the project will either be placed on the agenda for the next regularly scheduled CPC meeting or arrangements will be made to hold a special meeting.

Should a meeting be scheduled, the CPC will review the project and evaluate its merits and determine its compliance with the Special Application Evaluation Criteria. The CPC will establish a full application timeline and proceed to review the project as outlined in the 2014 Application Instructions and Process guidelines. The CPC will consider a proposal under this process only if the project meets the Special Application Evaluation Criteria as listed above, as well as the General and Category Specific Project Evaluation Criteria.



## VIII. APPENDIX

### h. Determination of Historic Significance Form



(i) Application for  
Determination of Historic  
Significance

City of Beverly, Massachusetts

#### (b) Historic District Commission

City Hall, 191 Cabot Street, Beverly, MA 01915

Project Proponent: (Name and Contact Information)	
Name of Project:	
Historic Name of Property:	
Address of Project:	
Year built:	
Source for year built:	

**Please submit six copies of this cover sheet and six copies of the following supporting materials:**

- ☐ If *listed on the State Register of Historic Places*, a copy of the State Register of Historic Places or the Massachusetts Cultural Resource Information System (MACRIS) database showing the property name, address and listing status<sup>1</sup>.

OR (if *not listed on the State Register of Historic Places*) all of the following:

- ☐ If available, a copy of the Massachusetts Historical Commission (MHC) Inventory Form<sup>2</sup>
- ☐ A brief statement describing how the property is significant in the history, archaeology, architecture or culture of Beverly (no more than 500 words)
- ☐ Color photographs of the project property (no more than 5)

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**For Official Use Only:**

Date received: \_\_\_\_\_ BHDC Meeting date: \_\_\_\_\_

**DETERMINATION**

The Beverly Historic District Commission hereby certifies that:

- ☐ The property is listed on the State Register of Historic Places
- ☐ The property has been determined by the BHDC to be significant in the history, archaeology, architecture or culture of Beverly. Meeting date: \_\_\_\_\_
- ☐ The property is not historically significant. Meeting date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

William Finch, Chair

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**Evaluation Criteria**

To be eligible for funding under the Community Preservation Act under the Historic Preservation category, projects must address the preservation needs of a building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the Beverly Historic District Commission (BHDC) to be significant in the history, archaeology, architecture or culture of Beverly.

The BHDC will determine a property to be significant if it meets the criteria for listing on the National Register of Historic Places at the local level. Documents and artifacts will be eligible for funding if they are at least 50 years old and determined significant to the history, archaeology, architecture or culture of Beverly.



## Resources

Copies of MHC Inventory Forms and the State Register of Historic Places are available at the Beverly Planning Department, 3rd Floor City Hall, 191 Cabot Street.

The Massachusetts Cultural Resource Information System (MACRIS) database is available online through the Massachusetts Historical Commission. MHC Inventory forms and other information can be downloaded from the database. To view the database, go to <http://www.sec.state.ma.us/mhc/mhcidx.htm> and look for MACRIS under the "Learn and Research" heading.

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<sup>1</sup> MACRIS vs. the State Register: The Massachusetts Historical Commission's (MHC) online database MACRIS can be used to research many historic properties, but listing in MACRIS is not the same as listing in the State Register. MACRIS lists all properties that have been inventoried on MHC forms. The State Register is a list of properties that have received local, state or national designations based on their historical or archaeological significance. For those properties, the MACRIS data sheet would list "National Register", "Local Historic District", or "Preservation Restriction" in the *Designations* field.

<sup>2</sup> Copies of MHC Inventory Forms and the State Register of Historic Places are available at the Beverly Planning Department, 3rd Floor City Hall, 191 Cabot Street